

**IN THE UNITED STATES PATENT AND TRADEMARK OFFICE**

Applicant:	Ian D. Gaston et al.	Examiner:	Candice D. Carter
Serial No.:	10/691,261	Group Art Unit:	3629
Filed:	October 22, 2003	Docket No.:	200901405-1
Title:	METHOD FOR STANDARDIZING REPORTING OF ISSUES, ASSUMPTIONS, AND RISKS FOR A RISK REVIEW BOARD		

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**AMENDMENT AND RESPONSE**

Commissioner for Patents  
P.O. Box 1450  
Alexandria, VA 22313-1450

Dear Sir:

This Amendment and Response is in reply to the Non-Final Office Action mailed September 8, 2009. Please amend the above-identified patent application as follows: